



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
CINCINNATI PROCUREMENT OPERATIONS DIVISION  
CINCINNATI, OHIO 45268

SUBJECT: Request for Task Order Proposal, "Support for the Disaster Research Response Action Collaborative"

FROM: William M Yates  
Contracting Officer

TO: Russell Walker, Contracts Manager  
National Academy of Sciences

Attached is request for task order proposal for the project entitled, "Support for the Disaster Research Response Action Collaborative"

The government requests you prepare a proposal (cost and technical) for the task order. Request for proposals must be submitted to [William.yates@epa.gov](mailto:William.yates@epa.gov) by November 7, 2019. Proposals shall also include the required conflict of interest certification.

The following documents provided for this solicitation will become part of the Task Order Award:

- Performance Work Statement

Award of a cost type task order will result. The period of performance for this Task Order is as follows:

**12 months from award date**

If there are any revisions or changes to the RFP or PWS please provide those with the proposals. If there are any questions, please contact me at [william.yates@epa.gov](mailto:william.yates@epa.gov) or 513-487-2055.

William M Yates Contracting Officer

Cc:  
Glennis Reslock, Contract Level-Contracting Officer's Representative  
Sarah Taft, Task Order-COR

## PERFORMANCE WORK STATEMENT

National Academy of Sciences (NAS)  
Contract #68HERC190011

PR-ORD-19-02416 (NERL)  
PR-ORD-19-02421 (NHSRC)

Task Order #68HE0C20FXXXX

**I. TITLE:** Support for the Disaster Research Response Action Collaborative

**EAS Short Title:** Disaster Research Response Action Collaborative

**II. Task Order Contracting Officer Representative(s):**

<b>Task Order Contracting Officer Representative (TOCOR)</b> <b>Name:</b> Sarah Taft <b>Office:</b> USEPA/ORD/NHSRC/TCAD 26 West Martin Luther King Drive Mail Code: NG16 Cincinnati, OH 45268  <b>Phone:</b> 513-569-7037 <b>FAX:</b> 513-487-2555 <b>Email:</b> taft.sarah@epa.gov	<b>Alternate Task Order Contracting Officer Representative (Alt. TOCOR)</b> <b>Name:</b> Erin Silvestri <b>Office:</b> USEPA/ORD/NHSRC/TCAD 26 West Martin Luther King Drive Mail Code: NG16 Cincinnati, OH 45268  <b>Phone:</b> 513-569-7619 <b>FAX:</b> 513-487-2555 <b>Email:</b> silvestri.erin@epa.gov
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**III. PERIOD OF PERFORMANCE:** 12 Months from date of TO award

### IV. PURPOSE OF TASK ORDER

EPA is requesting two (2) meetings of the Action Collaborative on Disaster Science working group. The outcome of these meetings will be an outline of processes, priorities, and opportunities for advancing the development and implementation of research following a disaster including ensuring community engagement in process and to define processes for expanding and enhancing a coordinated network of disaster researchers.

## V. BACKGROUND

The National Academies of Science (NAS) is convening an Action Collaborative on Disaster Science in collaboration with National Institutes of Health and other federal agencies to: 1) foster improved processes and platforms for developing and implementing needed time-critical data collection and research in response to disasters; 2) identify evidence-based mechanisms and opportunities for conducting and sharing information gathered from public health research during disasters; 3) engage cross-sector stakeholders in development, refinement, and promotion of disaster research opportunities and best practices; 4) provide a venue to support the development and maintenance of a rapid response mechanism for the National Academies to continue to meet sponsor needs for convening, idea generation and information sharing during the initial stages of a public health emergency.

Action Collaboratives engage participants with similar interests and responsibilities in cooperative activities that analyze in-depth high-priority issues, advance identified goals, and make progress on recommendations from previous National Academies consensus reports. Collaboratives are participant-driven, action-oriented activities that foster collaboration and information sharing among members and external thought leaders and stakeholders.

Collaboratives may:

- identify issues of common interest and marshal needed leadership, expertise, and resources;
- highlight potential paths forward through, e.g., individually authored (or small group) literature summaries or discussion papers or through the convening of technical discussions;
- engage in cooperative development of tools needed for progress;
- incubate and pilot-test novel approaches; and
- develop proposals for formal workshops and studies for consideration by the National Academies.

Each action collaborative is an ad hoc activity, associated with a Forum or Roundtable, at the National Academies. The work it produces does not necessarily represent the views of any one organization, the parent Forum, or the National Academies, and has not been subjected to the review procedures

The Action Collaborative will include members, chosen for their professional expertise in developing, conducting, and promoting disaster-related research as well as their general scientific and/or disaster medicine/public health/emergency management credentials. Expertise may include grant management (e.g., as a Principal Investigator), emergency management, homeland security, environmental health and geosciences, toxicology, behavioral/psychosocial/mental health, data science/ bioinformatics, health care, public health, public policy, risk communications, health disparities and community engagement, and human subjects' research/bioethics.

## VI. SCOPE OF WORK

The National Academies of Science (NAS) is convening an Action Collaborative on Disaster Science in collaboration with National Institutes of Health and other federal agencies, including the Environmental Protection Agency (EPA). EPA shall participate in two (2) meetings on-site at NAS that shall bring together interested stakeholders for the purpose of improving needed data collection, disaster research processes, and facilitating multidisciplinary networks of disaster researchers. The outcome of these meetings shall be an outline of processes, priorities, and opportunities for advancing the development and implementation of research following a disaster including ensuring community engagement in process and to define processes for expanding and enhancing a coordinated network of disaster researchers.

## VII. DESCRIPTION OF TASKS

### Task 1 – Kick-off Call for TO

Convene a meeting with the Task Order Contracting Officer Representative (TOCOR), and relevant ORD technical staff, to review the issues to be discussed at future Action Collaborative meetings. This meeting shall occur within 14 days of acceptance of this task order.

#### *Task 1. Deliverables*

Task	SubTask	Deliverable	Schedule
1	NA	TO Kickoff Call Meeting minutes	Within 14 days of acceptance of this TO

### Task 2 – Action Collaborative Meetings

Organize and support two on-site Action Collaborative meetings at the NAS headquarters in the next 10 months. The meetings will bring together interested stakeholders for the purpose of improving needed data collection and disaster research processes and facilitating multidisciplinary networks of disaster researchers.

#### *Task 2. Deliverables*

Task	SubTask	Deliverable	Schedule
2	NA	Action Collaborative Meeting Minutes	Within 14 days from end of meetings

### Task 3 – Draft Report

Draft report outlining/defining processes, priorities, and opportunities for advancing the development and implementation of research following a disaster, including discussions of community engagement and data sharing practices 90 days following the second meeting.

### ***Task 3. Deliverables***

<b>Task</b>	<b>SubTask</b>	<b>Deliverable</b>	<b>Schedule</b>
3	NA	Draft Report	Within 90 days following the second meeting

## **VIII. TECHNICAL DIRECTION**

The TOCOR is authorized to provide technical direction that clarifies the performance work statement (PWS) as set forth in this task order. Before initiating any action under technical direction, the contractor shall ensure that the technical direction falls within the scope of work for this task order. The technical direction shall be issued in writing by the TOCOR within four working days of verbal issuance. This will be forwarded to the CL-COR and CO for their information and necessary actions. The CO is the only individual authorized to make changes to this task order or contract, or accept any cost proposals/changes under this Task Order. Any changes to the scope of work must be issued by the CO via modification to the task order or contract. Technical direction includes direction to the contractor that assists the contractor in accomplishing individual tasks deemed appropriate under the PWS, as well as comments and approval of reports and other deliverables.

## **IX. ACCEPTANCE CRITERIA**

The Contractor shall prepare high quality products and that are reproducible and transparent. Figures submitted shall be of high quality similar to presentations developed for national scientific forums and should be formatted as jpeg or TIFF files. Deliverables shall be edited for grammar, spelling, and logic flow. The technical information shall be reasonable complete and presented in a logical, readable manner. Text deliverables shall be provided in Microsoft Word 2010 or compatible format.